

LIGHTHOUSE HOMESCHOOL

**PARENT / STUDENT
HANDBOOK**

COOPERATIVE

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I. Welcome Parent Educators!

Lighthouse Homeschool Co-op welcomes you and your family. We each are privileged to be able to guide and teach our most precious gifts from God – our children. With the privilege of participating in this Co-Op comes the responsibility of carrying some of the work to make it run well. Thank you for sharing your children with us and for your part in making this cooperative run smoothly for the benefit of our children.

Lighthouse Homeschool Co-op grew out of another Co-Op, The New England Homeschool Enrichment Center which began in Penacook. When the Enrichment Center was disbanding, a group of mothers gathered to help facilitate a move to another location rather than close. We moved to Faith Community Bible Church in 2008.

The name Lighthouse was chosen because we want to be guided by God as the “light through life.” We also want to be God’s lighthouse for our children as well as to others in the community – showing them the way to God. Before deciding on the name Lighthouse, we read many verses in the Bible on light (*Matthew 5:14–16, Luke 11:33, Acts 13:47*). It proved to be a profitable exercise and led us to our name and theme verse, “let us walk in the light of the Lord” (*Isa. 2:5*). That continues to be the Lighthouse toward which we steer our vessel.

Lighthouse is led by a Board, originally developed from a group of mothers, who have established the policies, guidelines and operating procedures needed to keep the Co-Op running smoothly. Please familiarize yourself with these guidelines in this information packet, in the Monitor Booklet and on the website www.lighthousehomeschoolnh.org

We hope you will find Lighthouse Homeschool Co-op to be a place where you can support, encourage, and be supported by, other home-school families.

If you have any questions or concerns, please contact a Board Member.

- Chairperson: Christiane Green
- Secretary: Alicen Twardosky
- Treasurer: Christiane Green
- Academics Coordinators: Pam Newhook & Jennie Steinhauser
- Activities / Field Trips: Rachel Cucci & Heidi Lommen
- Church Liaison: Alicen Twardosky
- Monitoring Coordinator: Alicen Twardosky

II. Guiding Principles & Philosophies

Let us teach our children to be kind, respectful, responsible, and cooperative!

- * Play fairly; no pushing, name calling, etc.
 - * Speak kindly.
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“Let us walk in the light of the Lord.” Isaiah 2:5

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on our children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6: 5–7

“Finally, brothers (and sisters), whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable— if anything is excellent or praiseworthy— think about such things.” Philippians 4:8

“For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love.” 2 Peter 1:5–7

*“Do not let any unwholesome talk come out of your mouths, but **only** what is helpful for building others up according to their needs, that it may benefit those who listen.”* Ephesians 4: 29

Please remember that not everyone is of the same opinion on what is “permissible conversation.” Your good judgment and discernment is appreciated in choosing your discussions with others whether in person or via the telephone while at Lighthouse. Thanks.

III. Parent & Student Rules and Responsibilities:

A. Lunchroom/Kitchen

- * Only use the supplies in the clear Lighthouse bin unless it is water (tap or fountain) or napkins.
- * Off limits to Lighthouse participants: Church offices (Pastors and Secretaries), Sanctuary (other than class time), phones, and church supplies (except for cleaning, tissues, toilet paper, and paper towels). Microwave use is for adults only. No stove use. Clean up after yourself please.
- * All eating should be done in the lunchroom, or outside; no eating in any room with a rug! Snacking by nursery age children may be done on the hard floor of the nursery.
- * It is expected that students will talk in a normal "inside" voice and quietly when going by classrooms or studies. Please do not disrupt classes in progress.
- * No running.
- * Kids clean up after themselves at all times, picking up their own trash, including from tables and off the floor. Parents please remind your children to be responsible!
- * All personal items should be placed neatly out of the way or removed from the lunchroom after lunch. The monitor reserves the right to move it for you if it is unnecessarily taking up a table or space that is needed. **When the class day is over, please place your items in your car.**
- * Room 101 is the high school lunch room. The space right outside that room (before the nurseries) is the middle school lunch room.

B. Nursery & Toddler Rooms

- * Parents in the nursery must wipe down the changing table between uses and toys their child(ren) use **as they are used and put away** please!
- * Nursery Use: Infant/Crawler Room – infants through crawling (up to walking). Toddler/Walker Room – walkers up to four years. Children must be supervised at **all** times by a responsible adult. Snacking is permitted in the toddler room on the hard floor only.

C. Class & Non-Class Time

- * Any students not in class must be in a study room or outside and with another responsible person.
- * Please silence phones when in study locations.
- * No one is permitted to be in the sanctuary (unless for class time), not even for studying purposes.
- * No loitering in the stairwells or halls.
- * Please be sure your children have appropriate material to keep them busy between classes. Examples of these are games, books, and schoolwork. Computers may be used in Palmer Hall **only** with screens facing outward unless with an adult. There is no internet availability on the premises.
- * Only quiet study or quiet board/card games are permitted in Palmer Hall.
- * Food will be allowed only in the lunchroom, kitchen and outside (exception: covered water bottles). Snacking may be done on the eating floor of the nursery by toddler children.
- * Walk quietly in hallways during class times. There is NO running.
- * Parents and teachers, it is your responsibility to remind the children to clean up after themselves at all times. The monitor reserves the right to find children and have them do so if you don't.
- * There are to be no children/students upstairs without a supervising adult.
- * The use of cell phones upstairs or in classrooms is NOT permitted by children/students.

Remember that we have all age groups participating in Co-Op and the older are serving as an example to the younger!

D. Outdoor Play (including play yard)

- * The foyer doors are the primary Lighthouse entrance.
- * Children playing outdoors must be supervised by a responsible person at all times. During lunchtime, students, with parental permission **and** escort, may play outside under the watch of parents and only if the student(s) obey the rules. It is very important that you, as the parent, make sure each child is escorted to and safe within the play area.
Lighthouse, nor its assigned monitors, are responsible for children left unattended
- * All children should play strictly in the coned in areas; Lot 3 (refer to the graph in the beginning of the handbook) and Lot 2 (the area by the basketball nets). There should be no play behind the church or in/on cars.
- * Please pay special attention to the construction areas or vehicles (should there be any). Make sure no children are anywhere near these at any time!
- * Balls (except hard balls such as baseballs & softballs), jump ropes, etc can be brought from home to use for play. Wheeled toys are allowed when used in a safe manner (not close to another play group) and with the wearing of a helmet, **NO** exceptions! What is determined "safe usage" is at the discretion of each monitor.
*** Lighthouse will not be held responsible for lost or stolen items ***
- * The play-yard is for toddlers only, age three and under.
- * There is no climbing on or over the fence, small trees, lamp posts or basketball hoops.
- * There is no playing with the snow plow marking sticks, cones or signs.

Monitors have the authority to escort a child to their parent for not following the Lighthouse rules and/or guidelines.

Monitors are outside to make certain rules are being followed. Parents are responsible at all times, to ensure their children's safety.

E. Drop-Off & Dismissal

All students must have their parent or “designated adult” onsite while attending classes or on the Faith Community Bible Church property. “Designated adult” means an individual who is 18 years or older who has been personally notified by the parent that he/she is responsible for their child. Monitors or teachers cannot act as the role of “designated adult.” There will be a log-in/log-out book posted for the parent to indicate who the “designated adult” is for their child. If the parent is in their car, they should indicate this in the book as well. Lighthouse is for class enrolled students and their families only and not to be used as a hang-out or play-group/drop-off location.

F. Disciplinary Guidelines & Policies

Instructors may remove students at any time from a class for being disruptive or disrespectful. In that case, students will be dismissed to their parent. If this is a recurring problem, your child may be dismissed from the class. If an instructor has made the decision to permanently suspend a child from a class, this will not be subject to review, reimbursement or appeal. The child’s spot will be replaced with the next child on the waiting list at the teacher’s discretion. Respect for the instructors and authorities is paramount!

G. Monitoring

- * Should you choose to “opt out” of monitoring, it must be done and paid for (\$50.00 per slot) prior to signing your child(ren) up for classes. This money is used to pay your replacement. “Opting out” of monitoring with payment means Alicen will find the replacement for you. Should you choose to find your own replacement, you do not have to pay. Please report his/her name and contact information to Alicen.
- * You or your designated replacement must monitor two days per school year (once per semester) unless you are a board member or teacher (i.e. the one receiving the class fee). The only exception to this, and one that limits monitoring to one day per year, is if you have one student in one class or you are teaching in one semester. Under these circumstances, you must choose a date in the FIRST semester or the semester you are NOT teaching.
- * If a person does not fulfill their monitor duty (including trading and/or finding a replacement), they will not be permitted to register their children for the next school year.
- * “Opt Out Option”: People who choose this option would only sign the “buy out” sheet of monitoring. You may pay \$50.00 for one slot or \$100.00 for both slots. Payment must be made on or before the date of the mandatory meeting. This money will be used to pay the replacement monitor[s].
- * “Paid Substitute Option”: If you choose to be a substitute you need to sign up on *both* the original monitoring sheet as well as the substitute sheet. Please note that it is highly possible you will be called at the last minute!

IV. Fire Drill Procedures:

Lighthouse should execute the following when (if) the alarm sounds:

1. Exit the building through the closest or primary exit (this is displayed in each room on a map). If you are in a class, please stay with them so that your teacher can account for you.
2. Everyone should assemble at the evacuation area (far corner of parking lot on Rte 106 and Sheep Rock Roads within the fence) and stay TOGETHER by class. Once accounting for is complete the kids can mingle while remaining in the evacuation area.
3. As the classes are leaving the building, the Lighthouse board members and monitors are the ones designated to make sure everyone is out of the building. Please close doors to the rooms to indicate it has been checked and cleared. Everyone else should exit.
4. Once it is confirmed that everyone is out of the building, all of the board members and monitors should also assemble in the evacuation area. With everyone in the evacuation area, a safe haven is provided for the kids and adults when the fire trucks, ambulance and police arrive.
5. Whoever is out of the building first, please move the cones so the fire trucks can enter!
6. A board member will meet the fire department officer(s) once they arrive.
7. At no time should anyone touch the red fire panel in the foyer. If it activates, and it is not for the purposes of a drill, it is not supposed to be silenced until the fire department gives the okay.
8. If there is actual fire alarm activation, the reason for the activation will determine if / when people will be able to reenter the building. The fire inspector(s) will permit or deny entrance at their discretion.